ClerkConnect
eFiling Quick Start Guide

ClerkConnect provides attorneys with a secure, streamlined system for submitting civil e-filings across Louisiana. This guide walks legal professionals through each phase of the process, from creating an account to uploading pleadings and finalizing payment, ensuring accuracy and efficiency in every filing.

The following instructions are designed to support both new and experienced users by outlining key steps, required information, and best practices. Screenshots are placed throughout for quick visual reference. For additional support, contact your local Clerk of Court or use ClerkConnect's internal help tools.

Step 1: Getting Started

If you **do not have a ClerkConnect account**:

1. Go to **ClerkConnect.com**
2. Select Create Account
3. Enter your information and create login credentials
4. Accept the **Terms & Agreements**
5. Add your **credit card** information
6. Add additional email addresses for receipts, notifications, and staff. (Optional but recommended)

If you **already have an account**:

1. Go to ClerkConnect.com
2. Select Login
3. Enter your username and password
4. Continue to the Civil E-Filing dashboard

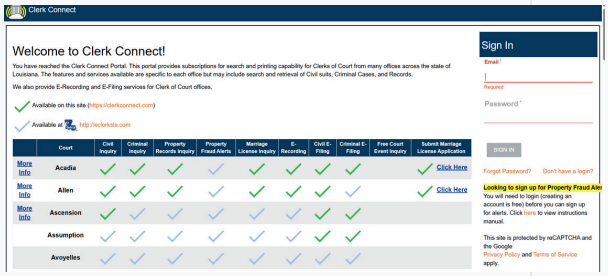

Figure 1.1. ClerkConnect.com Home Page

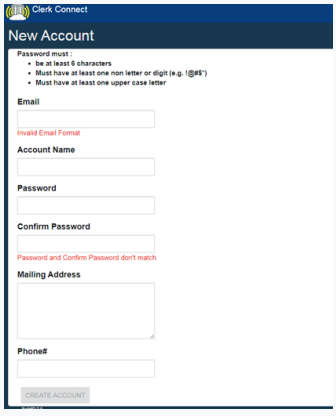

Figure 1.2. Login Screen

Once logged in, you'll see your main screen with available filing categories.

Select Civil and then choose the **Default tab** to begin.

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2. Suit Information

Existing Suit

- Select Existing Suit
- Enter the Suit Number
- Select the suit kind under “Select Existing Suit”
- Click Next

New Suit

- Select New Suit
- Choose the correct Suit Kind
- Click Next

Figure 2.1. Existing Suit Information

3. Parties

Existing Suit

- If no new parties are being added: select Done with Parties
- If adding a new party:
  - Select the party type (Plaintiff, Defendant, Intervenor, etc.)
  - Enter the information
- Click Done with Parties

New Suit

- Enter all Plaintiffs and Defendants
- Select the correct Type for each
- Save after each entry
- Click Done with Parties

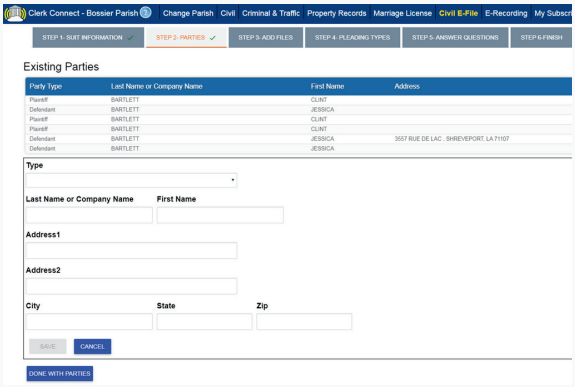

Figure 3.1. Existing Parties

4. Add Document

This is where you upload your filing.

Important Tips:

- Documents must be signed by the attorney prior to upload
- Upload electronically scanned PDFs
- Think of uploads as a “digital staple”
  - Whatever would be stapled together if filed at the counter should be submitted as one file.
  - Clerk offices may separate documents on their end as required.
  - We do not support color submissions. Uploading color scans will increase the file size and may result in the submission being rejected.
  - Files larger than 100 pages should be split into multiple files.
  - Filing larger than the recommended sizes may be rejected.
  - If you need help with splitting a PDF, you can reference: acorobat.adobe.com

Examples of how to group filings:

- Answer & Reconventional Demand, Affidavit, Order = 1 File
- Motion for Summary Judgment, Memo in Support, Order = 1 File
- Motion to Compel, Memo in Supp, Order / Motion for Sanctions, Memo in Support, Order / Exception of No Cause of Action = 3 Files

Figure 4.1. Add Documents

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5. Pleading Type

- Select the pleading type closest to the document you are filing.
  - If there is no exact match, choose the closest accurate description.
- The system will then generate the appropriate questions and deposit estimate.

Figure 5.1. Pleading Type

6. Filing Questions

Answer the prompted questions.

These are the same questions a clerk would ask in person, such as:

- Are you requesting service?
- How many copies?
- What type of order?
- Any additional fees or services requested?

Your answers determine the estimated filing cost.

Important:
It's essential to answer the questions as accurately as possible. If the e-filing is underfunded, the clerk may reject the submission and require resubmission.

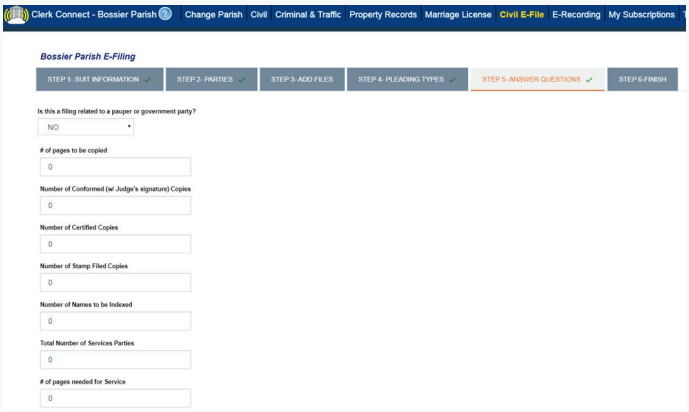

Figure 6.1. Filing Questions

7. Finalize & Submit

This step includes several important fields:

- **Submitter Reference** (Optional)
  - For your office's bookkeeping
  - Add client/matter numbers or internal notes
  - Appears on your emailed receipts
- **Notes to Clerk**
  - Use this for instructions if you don't include a cover letter, such as:
    - "Please call when the order is ready."
    - "Please mail copies to the address on file."
    - "Please contact our office for a court date."

    These notes are seen by the clerk during processing.
- **Fees**
  - **Base Fee**: Calculated from your pleading type & services selected
  - **Online Service Fee**: Typically, $7.50 or $6 per suit, depending on which office you're filing.
  - **Estimated Total**: Total of the base fee and online service fee
  - **Pre-authorized charge info**: The system pre-authorizes $245. This is a buffer. You are only charged the actual cost after the clerk processes the filing.
- **Submit**
  - Click Submit to complete your electronic filing.
  - You will receive:
    - A confirmation email
    - A receipt
    - A link to stamped copies (usually available for 72 hours), depending on which office you're filing with. Contact the clerk's office for a copy after the link expires.

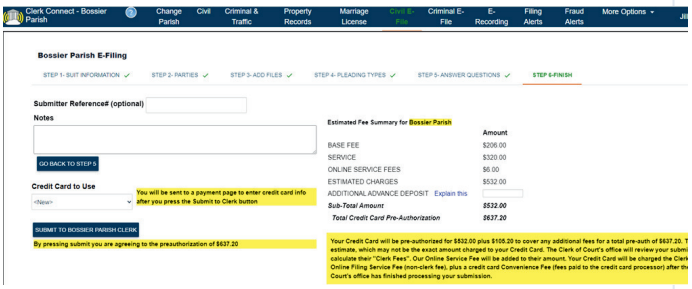

Figure 7.1 Submitting

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8. After Submission

- Your filing is transmitted to the clerk's office
- Clerks review the documents and finalize fees
- You will receive an additional email once processing is complete, along with a stamped document.
- You can see all e-files you submitted by clicking the More Options tab and selecting My Transaction History for a full list.

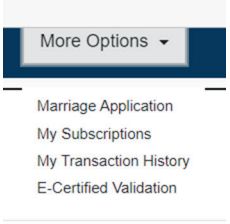

Figure 8.1. After Submission History

If you have any questions about filing procedures, document requirements, or fee calculations, please contact your local Clerk of Court's office. ClerkConnect is committed to making your e-filing process efficient, accurate, and secure.

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